

Standard Operating Procedure: Daily Vehicle Inspection and Maintenance

This SOP details **daily vehicle inspection and maintenance procedures**, including pre-trip and post-trip inspections, checking fluid levels, tire condition and pressure, brake functionality, lighting and signaling systems, and overall vehicle cleanliness. It aims to ensure vehicle safety, reliability, and compliance with regulatory standards, minimizing the risk of breakdowns and accidents through timely identification and resolution of mechanical issues.

1. Purpose

To ensure each vehicle is inspected and maintained daily for safety, reliability, and compliance with all applicable regulations.

2. Scope

This procedure applies to all personnel responsible for operating and maintaining company vehicles.

3. Responsibilities

- **Drivers:** Complete daily inspections and report any issues immediately.
- **Maintenance staff:** Address reported issues before the vehicle is driven again.
- **Supervisors:** Verify inspection completion and follow-up on outstanding issues.

4. Daily Inspection Procedures

4.1 Pre-Trip Inspection

- Walk around the vehicle; check for obvious damage, leaks, or obstructions.
- Check tire condition and pressure; look for wear, cuts, bulges, or other damage.
- Inspect all fluid levels:
 - Engine oil
 - Coolant
 - Brake fluid
 - Windshield washer fluid
- Ensure all lights and indicators are working (headlights, brake lights, turn signals, hazard lights).
- Test horn, windshield wipers, and mirrors for cleanliness and functionality.
- Check brakes for proper function (test before leaving).
- Ensure emergency equipment (spare tire, jack, first aid kit, fire extinguisher) is present and accessible.
- Check cabin for cleanliness and clear any debris.

4.2 Post-Trip Inspection

- Park vehicle safely and secure it (engage parking brake).
- Walk around the vehicle; check for new damage, leaks, or fluid spills.
- Note and report any abnormal noises or operational issues experienced during the trip.
- Remove trash and personal belongings from the cab.
- Complete and submit the inspection checklist/log.

5. Documentation

- Use a standardized Daily Vehicle Inspection Checklist (see sample below).
- Submit completed checklist to the supervisor at the end of each shift.
- Report any defects immediately for corrective action before further use of the vehicle.

6. Sample Daily Vehicle Inspection Checklist

Inspection Item	Status	Remarks
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Tire Condition and Pressure	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Fluid Levels (Oil, Coolant, Brake, Washer)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Brakes Functionality	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Lights and Signals	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Horn and Wipers	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Mirrors and Visibility	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Vehicle Cleanliness	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Emergency Equipment	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

Driver Name: _____ Date: _____ Vehicle ID: _____

7. Corrective Actions

- Any defects noted must be reported to maintenance immediately.
- The vehicle must not be operated until all safety-related issues are resolved.
- Supervisor to confirm completion of corrective actions prior to vehicle deployment.

8. References

- Manufacturer's maintenance manual and recommended inspection intervals.
- Local, state, and federal vehicle safety regulations.

9. Revision History

Version	Date	Description	Prepared by
1.0	2024-06-13	Initial release	[Your Name]